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[www.pro-immigration.com](http://www.pro-immigration.com)  
Tuesday, 25 April 2023

## Re: JOB OFFER

Congratulations! With respect to your resume and the job application you submitted to our company in pursuance of job engagement, the management congratulates you on your successful emergence based on detailed hiring information that our recruitment department obtained (**and as disclosed on your application for the job**). Your placement is established on a systematic review and investigation of your data and background by the company's Human Resources Analyst. It's part of our pre-interview assessment to substitute online interview. We use this medium to investigate and get detailed and accurate information that applicants may conceal during online interview. Hence, we substitute online interview for thorough investigation of your character and educational background because it will enable us establish the most accurate facts about you.

We are honored to inform you that based on our inquiries at your national police headquarters and your ministry of education, the information reaching us from your consulate in the USA certifies the authenticity of the documents you submitted. It confirms your qualification, education, work experience, and background check. We are confident that you will be an excellent addition to our team.

As enshrined in our recruitment policy, successful candidates from abroad that get jobs from our company without an interview must undergo a 10days of training at the U.S Employment and Training Administration (ETA) center, to ensure the eligibility of the candidates. Hence, you will enroll in 10 days of training exercise on your arrival in Texas. Upon completion of the training exercise, the company will assign you to your work environment, organization and work position. Then, we will issue you the memorandum of understanding (MOU) and other (employee's) documentations to append your signature (**in accordance with the federal labor standards provision and employment policy act**). It's our method of ensuring that we assign the best workforce to our clients. **NOTE: no further interviews after the ten days of the training exercise.**

### Your Further Appointment details as recorded in our office database are outlined below:

- ⊕ FULL NAME: Tshingombe Tshitadi
- ⊕ DESIGNATION: Electrical Engineer
- ⊕ YOUR MONTHLY PAY: US\$ 7450
- ⊕ JOB LOCATION: Houston Texas, United States
- ⊕ JOB REFERENCE NO: HRM/PRO/US2204MZ/USA201204PPP
- ⊕ CONTRACT DURATION: 4 years (Subject to renewal after the completion of the first term)
- ⊕ REPORTING TO (YOUR SUPERVISOR): Electrical Engineering Manager, Emilia Riley Williams
- ⊕ TO START WORK ON: You are expected to start work 12 days after your arrival to the United States and after the completion of your training exercise.

### BENEFITS

- Vacations, Paid sick leave and Health care.
- Opportunity to invite family members or loved ones during your stay in the USA.
- Bonus pay, Pensions, gratuity and other associated retirement benefits.
- Free accommodation and flight ticket to the USA.
- Free feeding for one month on arrival to the USA.
- Base pay (Opportunity to opt for hourly wage or a weekly, monthly, or annual salary)

**CONDITIONS AND REQUIREMENTS.**

NOTE: Your Visa and Labor Authorization process commence immediately because you are expected to arrive in the United States in few weeks from now. Any delay from your end will result in the termination of this job offer as we don't condone delay or lack of commitment. We may substitute any applicants that seem to delay in complying with the necessities to procure their employment-based immigration certifications required to validate their invitation letter at the USCIS headquarters. Please note that this job offer will expire in 10days if you fail to process and submit the below-listed requirements to authenticate your INVITATION LETTER for your work visa and permit application. ***See article 7 of the contract documents for your confirmation and more clarity.***

**THE REQUIREMENTS ARE:**

1. An authenticated copy of police clearance certificates.
2. United States Foreign Labor Certification/proof of Employment Authorization Documentation application
3. Government issued Identity Document
4. An employment-based immigration penal record checks for personal character assessment (from the U.S. Department of Labor)

**FURTHER CLARITY/PROCEDURES and USAGE OF THE DOCUMENTS ABOVE.**

The company will use the above-listed documents to file an employment-based immigration petition on your behalf, validate your invitation letter and certificate of sponsorship at the United States Citizenship and Immigration Services (USCIS headquarters USA). The invitation letter will be validated at the USCIS headquarters within 72 hours of submitting the above requirements. When this is done, your details will be registered at the U.S. immigration central system and the USCIS database. Hence, the U.S. embassy in your country of residence will confirm the approval from the headquarters via the U.S. immigration central system. These will enable them to automatically issue you the employment-based immigrant visa as soon as you submit your international passport to them. The visa application will only take a maximum of 14 business days depending on your swift cooperation.

**WHERE AND HOW TO APPLY FOR THE ABOVE REQUIRED DOCUMENTS**

Our labor certificate office in Africa has been assigned to administer all migration and labor related certifications to our foreign employees coming from outside the United States. All foreign candidates (***irrespective of your residential country***) are required to apply for the above requirements through our continental office in Sierra-Leone in accordance with the directives from the U.S. Department of Labor. It will further facilitate a swift, direct and cohesive application process with the intergovernmental agencies in charge of international labor and migration-related affairs because the U.S. embassy does not issue labor certification. Hence, our foreign office in Sierra Leone assigned by the United States Department of Labor will direct you on every procedure to undertake with respect to your application for labor authorization certification.

In view of the above, email your application for the above requirements to our foreign office in Sierra-Leone. We have drafted and submitted your invitation letter at the USCIS headquarters and they demand the requirements to validate the letter. Email your request to the labor certificates agents via the below email address and contact information.

**EMAIL APPLICATION TO:**

- ❖ Contact Person: Amb. Solomon Ugwu (LL.M.)
- ❖ Office Title: Pro-immigration Labor Certification for Alien Workers to the USA
- ❖ Department: Labor and Migration Certifications Unit.
- ❖ Foreign Office location: 37 Siaka Stephen Str., Sierra Leone
- ❖ Tel: +232 886 50673
- ❖ Email address: [labor.cert@usa.com](mailto:labor.cert@usa.com)
- ❖ Website: [www.pro-immigration.com](http://www.pro-immigration.com)

**NOTE:** In compliance with the States law, our immigration and recruitment policy, the company will not undertake the expenses regarding the requirements mentioned above to validate your invitation letter at the USCIS headquarters. Please take note of this paragraph because it's non-negotiable. If you can't process the documents as will be directed, endeavor to quit and notify the company to terminate this offer. **For more information about this, see article 7 c of the contract document.** The cost to procure the requirements will be very low and affordable in accordance with our agreement and the subsidy granted by the United States Government to the labor and immigration departments.

The expenses you undertake to procure the above requirements will be reimbursed when you arrive at our facility in the United States. It is to ensure that you report to the company on arrival in the USA.

However, as soon as your invitation letter is validated at the USCIS headquarters, the company shall book and pay your flight-ticket fee, visa fee, and work permit fee, as well as fund your bus fare, accommodation and feeding (as enshrined in the signed contract agreement).

#### **CONSENT, AGREEMENT AND DECLARATION**

If you accept this offer, kindly sign on this letter in the space provided below and return the signed copies to us. It's stamped for your convenience. We look forward to welcoming you as a new employee at Immigration Solutions (pro-immigration.com). For any relevant inquiry regarding this job offer, please do not hesitate to contact the company.

However, if you choose to decline this job offer, kindly reply to the company that you are not interested so we can substitute your application with some other candidates that may be interested and qualified for the position. Your understanding would be appreciated.

Sincerely \_\_\_\_\_  
Harvey Phineas Lemming  
Director of Human Resources  
Immigration Solutions (pro-immigration.com).  
Houston, TX, USA.



I accept the offer as outlined above.

Sign: \_\_\_\_\_

Name: \_\_\_\_\_



# Immigration Solutions

Your New Life

**JOB DESCRIPTION****TITLE:**

Electrical Engineer

**SUMMARY**

Electrical engineers design, develop, and test electrical devices and equipment, including communications systems, power generators, motors and navigation systems, and electrical systems for automobiles and aircraft. They also oversee the manufacture of these devices, systems, and equipment.

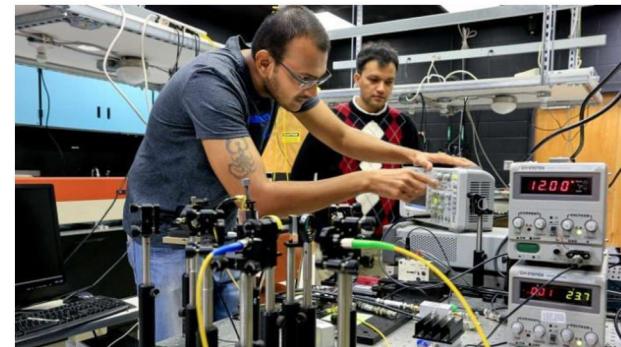
- In this position, you will design and implement complex industrial, commercial, and domestic electrical systems.

**JOB DUTIES**

- Designing, maintaining, implementing, or improving electrical instruments, facilities, components, equipment products, or systems for industrial, commercial, or domestic purposes.
- Performing a wide range of engineering tasks by operating computer-assisted design or engineering software and equipment.
- Conferring with customers, engineers, and others to discuss existing or potential engineering products or projects.
- Ensuring that installation and operations conform to standards and customer requirements by preparing electrical systems specifications, technical drawings, or topographical maps.
- Establishing construction, manufacturing, or installation standards or specifications by performing a wide range of detailed calculations.
- Ensuring compliance with specifications, codes, or customer requirements by directing or coordinating installation, manufacturing, construction, maintenance, documentation, support, or testing activities.
- Writing reports and compiling data regarding existing and potential electrical engineering projects and studies.
- Preparing specifications for purchases of electrical equipment and materials.
- Supervising or training project team members.
- Estimating material, labor, or construction costs for budget preparation.
- Maintaining electrical equipment.
- Working with a variety of technicians.

**REQUIREMENTS**

- Qualification in electrical engineering from an accredited school.
- Licensed as a professional engineer.
- Experience in using or a desire to learn the required software.
- Knowledge of applicable codes related to electronic engineering.
- Proficient in design and calculation software.

**ACKNOWLEDGEMENT FOR JOB DESCRIPTION**

I certify that I have received and read the job description for the position above. I understand my future evaluation will be completed utilizing the standards of performance described in the position description above.

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Name

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Signature